



**NORTHERN CALIFORNIA CITIES SELF INSURANCE FUND
BOARD OF DIRECTORS MEETING MINUTES
ROCKLIN EVENT CENTER – BALL ROOM
DECEMBER 14, 2023**

BOARD OF DIRECTORS PRESENT

Christy White, City of Anderson
Ishrat Aziz-Khan, City of Colusa
Rachel Ancheta, City of Dixon
Allison Garcia, City of Folsom
Jodi Steneck, City of Ione
Veronica Rodriguez, City of Lincoln
Crystal Peters, Town of Paradise
Amanda Tonks, City of Rocklin

Jennifer Leal, City of Auburn
Brant Mesker, City of Corning
Melissa Rojas, City of Elk Grove
Stephanie VanSteyn, City of Galt
Dalacie Blankenship, City of Jackson
Jennifer Styczynski, City of Marysville
Paul Young, City of Red Bluff
Spencer Morrison, City of Yuba City

BOARD OF DIRECTORS ABSENT

Elisa Arteaga, City of Gridley
Dave Warren, City of Placerville
Marti Brown, City of Willows

Sean Grayson, City of Nevada City
Jen Lee, City of Rio Vista

CONSULTANTS & GUESTS

Marcus Beverly, Alliant Insurance Services
Conor Boughey, Alliant Insurance Services
Sedgwick, Brian Davis
Jim Ramsey, City of Elk Grove
Judy Adlam, LWP

Jenna Wirkner, Alliant Insurance Services
Evan Washburn, Alliant Insurance Services
James Marta, James Marta and Company
Stacey Bean, LWP

A. CALL TO ORDER

Chair Rachel Ancheta called the meeting to order at 10:03 a.m.

B. ROLL CALL

Roll call was made, and a majority of the members were present constituting a quorum.

C. PUBLIC COMMENTS

There were no public comments.

D. 2023 Strategic Planning Follow up

D.1. Mission Statement and Strategic Plan

Mr. Beverly discussed the mission statement and progress in completing the latest strategic plan.



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We will have a facilitator at our 2024 Long Range Planning Meeting. Mr. Beverly discussed organizational growth, the Board Member Academy, and visits during the year.

Stacey Bean and Judy Adlam joined at 10:11a.m.

D.2 Financial Stability

a. Summary of Current Financial Benchmarks

Ms. Evan Washburn discussed the summary of current financial benchmarks.

Mr. James Marta discussed strengthening the capital. It's mainly the excess pools that are driving the increases.

Melissa Rojas joined the meeting at 10:25a.m.

b. Current and proposed Funding Formulas

Mr. Beverly discussed current and proposed funding formulas.

Mr. Beverly discussed proposed revisions to the Policies and Procedures for allocating the annual funding of the Liability and Workers' Compensation Programs (Banking and Shared Layer Policies for each year) and a recommendation to combine the separate policies into one Policy for each program during the JPA business agenda items.

Information only, no vote taken.

D.3.a. Workers' Compensation Program

- *PRISM Endorsement NO. U5: Occurrence Definition Amendatory Endorsement and Illustration.*

Mr. Beverly discussed that the current endorsement limits the time period of any one occurrence to no more than seven days, with PRISM able to set the beginning date of the coverage period.

- *LWP presentation*

Ms. Judy Adlam and Ms. Stacey Bean provided a summary of NCC's Workers' Compensation Claims and trends to anticipate for the near future. During the transition from Sedgwick to LWP, we transferred over 560 claims and LWP closed 90 claims in the first 6 months. Members discussed having an FAQ sheet for COVID claims after 1/1/2024.



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D.3.b. Liability Program

- CJPRMA Funding & Surcharge FY 23/24
- Planning for Assessment
- Options/Risk Management/Training

Mr. Beverly discussed the Liability Program and the excess liability assessment from California Joint Powers Risk Management Authority (CJPRMA). We will be receiving a surcharge this year, as NCCSIF is still a loss leader. We will be able to decrease or eliminate the surcharge by moving to a higher SIR.

D.3.c. Property Program Structure

- Deductible Buy Down or Aggregates
- Appropriate SIR – Parametric for Wildfire? (Property concerns/margin clause)
- Auto schedule maintenance

Mr. Beverly discussed the Property Program Structure.

We will have an auto schedule maintenance training in February. Mr. Beverly discussed DIC coverage and Flood options. It's important for members to maintain accurate Auto Schedules.

D.3.d. JPA Administration

- Team Depth & Succession Planning
- Knowledge Silo Matrix

Mr. Beverly discussed succession planning and the silo matrix for the NCCSIF Program Administrators.

D.3.e. Cyber Program

- Excess Coverage Conditions
- Risk Management Services

Mr. Beverly discussed the Cyber Program. Members are encouraged to use the Risk Management Resources available to them.

CYGNVS is available to members at no cost. CYGNVS is designed to be a portal for connecting and communicating in the event of a cyber-attack.



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Mr. Connor Boughey discussed the State of the Market.

D.4. Wrap Up – Meeting Member Needs

Mr. Beverly provided a wrap up of the long-range planning meeting and discussed members' priorities.

Members discussed how to prepare for what's happening next. We need the actuary predictions before we finalize the budget.

E. Consent Calendar

1. Board of Directors Meeting Minutes – October 20, 2023
2. Check Register September 2023 - November 2023
3. Investment Reports
 - a) Chandler Asset Management Short/Long Term – October 2023 to November 2023
 - b) Local Agency Investment Fund (LAIF) Report as of September 30, 2023
 - c) Treasurer's Report as of September 30, 2023
4. FY 24/25 EIA PRISM Excess Workers' Compensation Premium Estimate v1
5. Public Entity Insurance Marketplace, Trends, Industry Issues and Outlook Presentation
6. ACI Q3 Utilization Report
7. Liability Claims Audit Agreement

A motion was made to approve the consent calendar.

MOTION: Spencer Morrison **SECOND:** Dalacie Blankenship **MOTION CARRIED UNANIMOUSLY**

Ayes: White, Leal, Aziz-Khan, Ancheta, Rojas, VanSteyn, Steneck, Blankenship, Rodriguez, Styczynski, Peters, Young, Tonks, Morrison

Nays: None

F. GENERAL RISK MANAGEMENT ISSUES

Members discussed fixed asset policies. If members have policy for fixed assets, please send to Program Administrators.



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G. ADMINISTRATION REPORTS

1. President’s Report

Ms. Rachel Ancheta attended the PARMA conference, with a presentation from Intercare on the Tort Process. Members are seeing an increase in Tort Claims.

2. CJPRMA Update

Mr. Beverly discussed the last CJPRMA Meeting and goals moving forward.

3. Program Administrator’s Report

- SB 553 Workplace Violence Plans
- Member Training Funds 23/24
- Member Visits with Alliant Staff

Mr. Beverly and Ms. Jenna Wirkner discussed SB553, member training funds for 23/24 and member visits with Alliant Staff.

Jim Ramsey left the meeting at 1:29p.m.

H. FINANCIAL REPORTS

H.1. Quarterly Financial Report for Period Ending September 30, 2023

Mr. James Marta gave an overview of the Quarterly Financial Report for Period Ending September 30, 2023. We provide the financial statements quarterly to see how the group is performing. Our main drivers of revenue are premiums and investment income.

H.2. Budget-to-Actual as of September 30, 2023

Mr. Marta discussed the Budget- to – Actual as of September 30,2023. The budget is on track with exactly 25% expended so far. Members are encouraged to use Risk Management Reserves and Training Funds.

A motion was made to approve to receive and file the statement.

MOTION: Ishrat Aziz-Khan **SECOND:** Spencer Morrison **MOTION CARRIED UNANIMOUSLY**

Ayes: White, Leal, Aziz-Khan, Ancheta, Rojas, VanSteyn, Steneck, Blankenship, Rodriguez, Styczynski, Peters, Young, Tonks, Morrison

Nays: None



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I.1. Policy and Procedures

I.1.a. Restructuring of Policy Categories

Ms. Evan Washburn discussed restructuring of Policy Categories and updates to NCC's Policy and Procedures.

A motion was made to approve the restructuring of the Policy and Procedures.

MOTION: Israt Aziz-Khan **SECOND:** Amanda Tonks **MOTION CARRIED
UNANIMOUSLY**

Ayes: White, Leal, Aziz-Khan, Ancheta, Rojas, VanSteyn, Steneck, Blankenship, Rodriguez, Styczynski, Peters, Young, Tonks, Morrison

Nays: None.

I.1.b. Underwriting Policy

Mr. Beverly discussed the CAJPA requirement to review the underwriting policy every 3 years.

A motion was made to approve the underwriting policy.

MOTION: Ishrat Aziz-Khan **SECOND:** Spencer Morrison **MOTION CARRIED
UNANIMOUSLY**

Ayes: White, Leal, Aziz-Khan, Ancheta, Rojas, VanSteyn, Steneck, Blankenship, Rodriguez, Styczynski, Peters, Young, Tonks, Morrison

Nays: None.

I.1.c. Annual Funding Formula Policies – Liability & Workers' Compensation

Ms. Washburn discussed the Annual Funding Formula Policies for Liability and Workers' Compensation.

A motion was made to approve the updates to the Liability and Workers' Compensation Funding Policies.

MOTION: Melissa Rojas **SECOND:** Ishrat Aziz-Khan **MOTION CARRIED
UNANIMOUSLY**

Ayes: White, Leal, Aziz-Khan, Ancheta, Rojas, VanSteyn, Steneck, Blankenship, Rodriguez, Styczynski, Peters, Young, Tonks, Morrison

Nays: None



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I.1.d. Claim Settlement Authority Policy Revisions

Ms. Washburn discussed revisions to the claim settlement authority policy.

A motion was made to approve the claim settlement authority policy revisions.

MOTION: Spencer Morrison **SECOND:** Dalacie Blankenship **MOTION CARRIED
UNANIMOUSLY**
Ayes: White, Leal, Aziz-Khan, Ancheta, Rojas, VanSteyn, Steneck, Blankenship, Rodriguez,
Styczynski, Peters, Young, Tonks, Morrison
Nays: None

I.2. AllOne Health Walking Challenge

Ms. Wirkner discussed the AllOne Health Walking Challenge with members. Members discussed starting the walking challenge after daylight savings time.

A motion was made to approve the walking challenge.

MOTION: Crystal Peters **SECOND:** Dalacie Blankenship **MOTION CARRIED
UNANIMOUSLY**
Ayes: White, Leal, Aziz-Khan, Ancheta, Rojas, VanSteyn, Steneck, Blankenship, Rodriguez,
Styczynski, Peters, Young, Tonks, Morrison
Nays: None

I.3. Workers' Compensation Claims Administration Survey

LWP provided a response to the service provider survey results. Members are encouraged to reach out LWP or Program Administrators with any feedback.

A motion was made to accept and file the Workers' Compensation Claims Administration Survey.

MOTION: Melissa Rojas **SECOND:** Ishrat Aziz- Khan **MOTION CARRIED
UNANIMOUSLY**
Ayes: White, Leal, Aziz-Khan, Ancheta, Rojas, VanSteyn, Steneck, Blankenship, Rodriguez,
Styczynski, Peters, Young, Tonks, Morrison
Nays: None



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I.4. Liability Claims Administration Proposal

Mr. Beverly discussed the Liability Claims Administration Proposal and pricing.

Members discussed the pricing for the Liability Claims Administration Proposal

A motion was made to approve the proposal and request a contract from Sedgwick.

MOTION: Dalacie Blankenship

SECOND: Ishrat Aziz- Khan

**MOTION CARRIED
UNANIMOUSLY**

Ayes: White, Leal, Aziz-Khan, Ancheta, Rojas, VanSteyn, Steneck, Blankenship, Rodriguez, Styczynski, Peters, Young, Tonks, Morrison

Nays: None

I.5. Brokerage, Risk Management and Program Administration Services with Alliant Insurance Services

Mr. Beverly discussed the Brokerage, Risk Management Program Administration Services with Alliant Insurance Services.

A motion was made to approve the Brokerage, Risk Management and Program Administration Services with Alliant Insurance Services.

MOTION: Stephanie VanSteyn

SECOND: Melissa Rojas

**MOTION CARRIED
UNANIMOUSLY**

Ayes: White, Leal, Aziz-Khan, Ancheta, Rojas, VanSteyn, Steneck, Blankenship, Rodriguez, Styczynski, Peters, Young, Tonks, Morrison

Nays: None

J. INFORMATION ITEMS

1. Insurance Requirements in Contracts (IRIC): January 30, 2024
2. Gordon Graham Training: January 25th, 2024
3. PARMA Conference, February 20-23, 2024, Indian Wells, CA
4. Glossary of Terms
5. NCCSIF Organizational Chart
6. NCCSIF 2023-2024 Meeting Calendar
7. NCCSIF Resource Contact Guide
8. Sedgwick Who's Who in Claims - Liability
9. LWP Claims Solutions Workers' Compensation Contacts
10. NorCal Cities Certificate Request form
11. NorCal Cities Travel Mileage Reimbursement Form



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These items were provided as information only.

K. ADJOURNMENT

The meeting was adjourned at 2:41p.m.

Next Meeting Date:

Respectfully Submitted,



Jennifer Styczynski, Secretary

May 6, 2024
Date